

## A NEW WEB-BASED PERSONNEL ADMINISTRATION SYSTEM

**CAMPS RE-CAP:**

During May, staff from the Division of Human Resource Management has conducted CAMPS orientation sessions for local appointing authorities Statewide.

We at DOP want to make your transition to the new system as seamless as possible. Therefore we will continue to provide you with updates to the CAMPS transition process and also answer the many questions asked at these orientation sessions.

We also want to thank you for your attendance at these very important sessions and to especially thank you for the extremely warm reception you gave to our staff at these meetings.

Additionally, in May, the selected group of local government appointing authorities completed the CAMPS user system testing phase of the CAMPS project.

**WHAT'S HAPPENING NOW?**

As you know, the use of the new CAMPS forms began May 10<sup>th</sup>. **The old DPF 66 and DPF 67 forms are now obsolete and will not be accepted.**

DOP has now converted the current local government employee data-base to the CAMPS data-base.

**CAMPS IS NOW "LIVE" AT DOP.**

We are now on-line with CAMPS internally in both the Division of Human Resource Management and the Division of Human Resource Information Systems (the records unit of DOP). The internal implementation period will continue for about a month as we make sure that the system is operating as expected. As with all new systems, we are streamlining the processes on a daily basis.

The group of local 8 jurisdictions that have been involved in the CAMPS user testing will be authorized for on-line access sometime during the summer.

Once these local 8 jurisdictions have been up and running and CAMPS is operating as designed, the DOP will develop a roll-out schedule for bringing other jurisdictions on-line.

We believe that if the system is performing as intended, local governments will be added continually over the course of the next two years.

**WHAT DO YOU DO WHILE YOU ARE WAITING FOR ON-LINE ACCESS?**

Local government appointing authorities are **required** to use the new CAMPS forms until authorized for on-line access.

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If you were unable to attend an orientation session, please advise your Human Resource Consultant. We will send you the materials provided at those sessions, which include the Forms Completion Manual and the associated forms

## **CAMPS FORMS**

Forms are now available on the DOP home page at: [www.state.nj.us/personnel](http://www.state.nj.us/personnel). You will find CAMPS forms under the header FORMS

## **IMPORTANT**

**The old DPF 66 & 67 forms are not being accepted.** This change went into effect May 7, 2004. All personnel actions submitted after May 7<sup>th</sup> must be submitted on the new CAMPS forms.

Therefore, you were to begin using the new CAMPS forms on **May 10<sup>th</sup>**.

## **PLEASE NOTE**

CAMPS Forms are "living documents". As the CAMPS screens are modified, the forms will be modified accordingly.

**There have been several updates made to the forms over the past few weeks.**

Please do not print a year's supply (or even a month's supply) because as the system grows and develops, the forms will too.

You should replace the older CAMPS forms with the new ones as they are changed.

## **CAMPS IMPLEMENTATION**

Since the DOP has now implemented CAMPS internally. You must become familiar with the new forms because you are now required to use them for all personnel

transactions, even if you are not yet on-line.

## **CDROM**

The CD ROMs which contains all of your employee data including the new Employee ID number have been mailed to each agency. If you have not yet received the CDROM, please contact your Human Resource Consultant immediately.

The information contained on the CDROM provided data on all inactive and active employees. Since the information on the CDROM can be downloaded to an excel spreadsheet, we suggest that you do that to keep a record of the information we provided to you. Please note any discrepancies and contact your HRM Consultant.

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## FREQUENTLY ASKED QUESTIONS FROM CAMPS SESSIONS

*Q. When will CAMPS reports be available for appointing authorities?*

A. Reports will be available when the system goes "live" at the DOP. You will be able to request reports through your Human Resource Consultant. Once you are authorized for on-line access you will be able to generate reports yourself.

*Q. Will there be more training when the Appointing Authorities gain access to the on-line system?*

A. As each AA is approved for on-line access, the Human Resource Consultant responsible for that jurisdiction will schedule on-site training.

*Q. Will the new Employee ID follow an employee from job to job?*

A. Yes, this new Employee ID will follow the employee if the employee leaves your jurisdiction and is appointed by another jurisdiction.

*Q. My agency requires multiple levels of approval before the personnel action can be completed. Will more than one person from my agency have access to the transaction screens once my agency goes on-line?*

A. Yes, a new layer of security has been added to the system. The authorized Appointing Authority will be able to designate specific individuals in the agency who will be permitted to access CAMPS screens for the required approvals. Each person will receive a unique login id for accessing the system that will be controlled by the Appointing

Authority. Each AA can now restrict access to a department only. e.g. Sheriff Department can view only Sheriff Department actions and make queries only on that department. The final agency approval will rest with the authorized appointing authority for which the DOP has on file.

*Q. Can forms be completed by hand?*

A. Yes, the fields on the form can be completed by hand or can be typewritten.

*Q. Why do local governments have to identify essential employees?*

A. If an emergency situation occurs, only essential employees will be permitted to be on the roads. In the future the State Police will have access to the lists of essential employees and will permit those employees to move  
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about in emergency situations.

Q. *Will I still be required to mail forms that have SSN on them after I get on the system?*

A. The forms containing SSN will only have to be mailed during this transition phase. Once you are on-line, you will only have to mail those forms that require signatures. Those forms can be screen printed, signed and mailed.

Q. *If the employee receives stipends in addition to their base salary, how do I record this information in CAMPS?*

A. Record the total stipend that is received by the employee in the extra salary field and provide documentation in the comment field on the type and amount of the additional compensation.

Q. *Why are two forms required to record an employee's mailing address and home address if both are different?*

A. If you are recording additional personal information on the employee, you must use the Static Employee Information Change form. However, in Stage 2 of CAMPS, we are considering adding these fields to the Establish Employee Screen.

### Forms Manual Correction:

Page 6 –Advancement-Transaction Code 19

Remove the word ***not*** from the sentence: “The employee would “not” have to take a leave of absence to serve in the unclassified position and would retain their permanent status.”

The new sentence should read: The employee **would** have to take a leave of absence to serve in the

unclassified position and would retain their permanent status.”

### CAMPS Forms Mailing Address

CAMPS Forms  
P.O. Box 354  
Trenton, NJ 08625

E-mail address for CAMPS forms:

[CAMPS.FORMS@dop.state.nj.us](mailto:CAMPS.FORMS@dop.state.nj.us)

E-mail address for CAMPS system questions:

[CAMPS.SUPPORT@dop.state.nj.us](mailto:CAMPS.SUPPORT@dop.state.nj.us)

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## FORMS COMPLETION MANUAL UPDATES

### Page 3

For technical assistance regarding the use of CAMPS – e-you're your questions to:

[CAMPS.SUPPORT@dop.state.nj.us](mailto:CAMPS.SUPPORT@dop.state.nj.us)

For submitting CAMPS forms electronically via e-mail use:

[CAMPS.FORMS@dop.state.nj.us](mailto:CAMPS.FORMS@dop.state.nj.us)

### Page 6 – Advancement Transaction Code 19

Remove the word **not** from the sentence. "The employee would "not" have to take a leave of absence to serve in the unclassified position and would retain their permanent status."

The new sentence should read: The employee **would** have to take a leave of absence to service in the unclassified position and would retain their permanent status."

*EXAMPLE:* An employee holds permanent status (RAP) in the title of Principal Clerk Typist. The employee is going to be appointed to the unclassified title of Secretary, Planning Board (UA) as their full-time position. In this instance, the UA appointment is processed as advancement. The employee would have to take a leave of absence from the Principal Clerk Typist position to serve in the unclassified position. The affected employee would retain permanent status in the Principal Clerk Typist position.

### Page 7

A correction has been made in the example regarding Demotion. The example should read that the employee holds permanent status.

*EXAMPLE:* The employee holds permanent status in the career title of Principal Clerk Typist. The employee volunteers to be appointed to the career title of Senior Clerk Typist from

an open competitive list. The job specification requirements for Principal Clerk Typist are "two (2) years of typing experience in the operation of manual and/or electrical typewriters which shall have included clerical work containing a relatively large proportion of difficult tasks.

However, the job specification requirement for Senior Clerk Typist is: One (1) year of experience in clerical work including typing. Since Principal Clerk Typist requires a higher level of experience, the personnel transaction is considered to be a demotion.

### Pages 17, 19, 49, 50, and 72

A correction has been made to the State Codes. The abbreviation for Kentucky is **KY** not KT.

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**Page 19**

A correction has been made to the appendix reference for **field 24** on the New Hire form. Residency Codes are in **Appendix E**.

**Pages 20, 22, 23, 29, 30, 32, 60, 62, and 110**

All references to TAL – Temporary Appointment from a list have been removed (including the Transaction Matrix located on page 110)

**Page 20**

The RAC (Regular Appointment Conditional) has been added to the appointment types for data field 27 on the New Hire Form.

**Pages 32 and 33**

The pages are out of order and there are two pages which are numbered 33. Remove the 2<sup>nd</sup> page 33 and make sure that the remaining page 33 is in order behind page 32

**Page 43**

All references to SLI have been deleted in the reason codes for box 14 on the Leaves, Separations, and Transfers From. The SLI code is used for State actions only.

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Newsletter with all  
agency staff  
associated with  
completing  
personnel  
transactions**